

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 04-02

DATE: November 20, 2002

TO: Services and Work First Staff

EFFECTIVE: December 1, 2002

The Services Information System User's Manual has been revised to incorporate the following changes.

Program Codes X – Social Services Block Grant (SSBG), R - TANF 100% Federally Funded, 0 - TANF CPS FC/Adopt (zero) and 9 – Work First Block Grant have been added to the following service.

215 – Protective Services For Children – Case Planning and Case Management Services For Children Defined As Reasonable Candidates For Foster Care and Their Families

Use on the DSS-5027 and DSS-4263 (SIS Client ID required.)

Program Codes 7 - IV-E Waiver – Eligible and 22 - Federal Adoption Incentive Fund are no longer valid for use with Service Code 215.

Other Changes

The codes listed in Appendix A for use on the DSS-5027 in Fields 13, 19, 20, 21, 22 and 26 have been edited to add leading zeros to numeric codes between 1 and 9 (inclusive) to better reflect that these are two-digit codes.

The definitions for Service Codes 574-Housing Subsidies That Do Not Meet Federal Definition of "Assistance", 575-Work First Housing Expenditures – Other Than Housing Subsidies and 576-Housing Subsidies That Meet Federal Definition Of "Assistance" found in Appendix B have been edited to remove references to Program Code 11, which was discontinued in July 2002.

Service Code 230- Diagnostic and Treatment Services (Non-Residential)-CPS has been removed from the service grid in Appendix F as it has been included there in error.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, is the official version of the SIS User's Manual.

If you do not have access to the on-line manuals, you may obtain the PDF file on disk, or a hard copy (limit one per county) of the SIS User's Manual by contacting the Planning and Evaluation Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm>

2. Click on Change No. 04-02

To maintain a “soft copy” of the SIS User’s Manual:

3. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual and save it to disk, and
4. Click on the “[DSS-5027](#)” link to download the replica of the form and save it to disk.

To maintain your current hard copy of the SIS User’s Manual:

5. Click on the “[CN – 04-02](#)” and “[CN – 04-02 ATTACHMENTS](#)” links at the bottom of the page to download the Change Notice and the attachment documents, and
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7. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Or, if you do not currently have a hard copy:

8. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual, and
9. Click on the “[DSS-5027](#)” link to download replica of the form.
10. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

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